

The resolutions of the general meeting of the Library Committee held on 07.06.2018

Following members were present in the meeting:

1. *Prof. Ranjan Chakrabarti, Hon'ble Vice-Chancellor*
2. *Prof. Subrata Kr. De, Dean(Actg.), Faculty of Science*
3. *Prof. Damodar Mishra, Dean (Actg.), Faculty of Arts & Commerce*
4. *Prof. Debashis Bandyopadhyay*
5. *Prof. Sebak Kumar Jana*
6. *Dr. Jayashree Laha*
7. *Shri Khokan Maiti, the Audit Officer (invitee member)*
8. *Shri Kaushik Paul*
9. *Shri Prasenjit Bera, Student's representative*
10. *Shri A.K.Sarkar, the Deputy Librarian*

Prof. Ranjan Chakrabarti, the Hon'ble Vice-Chancellor presided over the meeting and the Deputy Librarian acted as the Secretary.

Proceedings:

1. *Confirmation of the minutes of the last meeting of the Library Committee held on 13.09.2017.*

The draft minutes of the previous meeting held on 13.09.2017 were read and confirmed.

2. *To discuss about the action taken to install the POS machine at the central library.*

Regarding the action taken to install one POS machine at the central library for collection of fines and other payments, the Audit Officer reported the house that proper action had already been taken by the university and negotiation had been made successfully with the concerned bank and finally the machines would likely to be delivered and installed by the month of June 2018. ***The Deputy Librarian thus be advised to collect all types of library fees, fines and other payments relating to library services in the library, after successful installation of POS machine at the library for saving the valuable time of the users.***

3. *To approve the panel of Book Vendors for the year 2018-20.*

Regarding approval of the panel of book vendors for the year 2018-20, it was reported that after the expiry of the previous list of book vendors in the month of March 2018, action had already been taken to notify for new enlistment of book vendor for the next two financial years (i.e. up to the month of March 2020). ***The***

Library Committee, after careful consideration, resolved that the panel of book vendors for the year 2018-20 be approved. Further resolved that after the expiry of the validity of this panel, two modifications be incorporated, namely, the period of validity of the panel would be only one year instead of two years and the registration fee be increased from Rs. 1000/- to Rs. 2000/- and the Deputy Librarian be requested to take necessary action accordingly.

4. *To decide about introduction of Library Fees and Fines for Ph.D. Research Scholars.*

On the issue of taking decisions about imposing the library fees and fines for the research scholars, it was informed that in the existing library rules there was no provision of any library fees or fines for the research scholars for becoming a bona fide member of the university library and availing library borrowing facilities.

The hon'ble members of the library committee, in that issue, opined that the Ph.D students should not be exempted from paying library fees and fines.

The Committee, after detailed discussions, resolved that the fees and fines be imposed to the Ph.D students at the following rates:

(i) Library Fees @ Rs.200/- per annum,

(ii) Library Fines (for the books returned beyond due date) @ Rs. 5/- per day per book.

Committee further resolved that the same amount of library fine be imposed for the M.Phil students also (at per the Ph.D students) and all those modifications be made effective from July 2018.

The Deputy Librarian be requested to notify and inform the concerned authorities accordingly.

5. *To formulate a strategy for issuance of final library clearance certificate to the P.G. students in view of the admit cards which can now be downloaded from the download centre of the university website.*

Regarding generating a system for issuance of library clearance certificate to the final semester students, it was reported that as per the new online system adopted by the university, the admit card could now be downloaded by the examinees themselves from the university website without surrendering their library cards and borrowed library books or clearing their fines and dues (if any), before final semester examinations. The Deputy Librarian, in this issue, suggested to collect the library clearance certificates from the final semester students at the time of issuing **Final Mark Sheets** from the office of the Controller of Examinations.

The Library Committee, after due deliberations, resolved that the proposal regarding issuance of final clearance certificate from the office of the C.E. be accepted and the Controller of Examinations be requested to give necessary instructions to his office to check the clearance certificates from the final

semester examinees before issuing the final Mark Sheets and the Deputy Librarian be advised to intimate that decision to the C.E. accordingly.

6. *To propose for introduction of Document Delivery Service (against payment).*

Regarding introduction of Document Deliver Services for the institutions affiliated to this university and also for the other institutions, a proposal was placed before the house mentioning the types of requested materials, the method of ordering the required materials, the mode of delivery and the proposed charges.

After detailed discussions, it was resolved that the proposal for DDS (against payment) be accepted in principle and the Deputy librarian be advised to propagandize that service through university website.

The Library Committee further resolved that (as advised by the Hon'ble Vice-Chancellor), different higher academic institutions might be approached for starting Inter-Library Loan scheme for the benefit of their users and the Deputy Librarian be advised to take initiatives for setting a suitable network among different participating academic institutional libraries for providing ILL facilities.

7. (i) *To ratify the revised library membership fee structure of DDE students as decided by the Advisory Committee of DDE.*

On the issue of enhancement of library membership fee structure for the DDE students, the Committee was informed about the revised membership fee structure for the DDE students (as decided by the Advisory Committee of DDE).

The Library Committee, after thorough discussion, resolved that a library Admission Fee of Rs. 600/- be imposed (keeping the other existing fees unchanged) to the users, willing to avail university library facilities, and the Deputy Librarian be requested to convey the decision of the Library Committee to the concerned authority of DDE for implementation.

- (ii) *To introduce Library Fee of Rs. 100/-per year for all P.G. (including M.Phil) students.*

On the issue of introducing annual library fee for the newly admitted students (including M.Phil students), instead of one time library fee at the time of admission, it was proposed to collect the library fees twice (i.e. at the beginning of the 1st semester admission and at the beginning of 3rd semester admission every year) from the students at a rate of Rs.100/- per annum.

The Committee, in this issue, resolved that the proposal of introducing library fee of Rs.100/- per annum for the P.G (including M.Phil) students from the new session be accepted. The Deputy Librarian be requested to inform the appropriate authority regarding the change of library fee structure.

(iii) *To notify the proposed new services which may be offered to the affiliated colleges through institutional membership.*

Regarding a proposal of offering of some new library services to the affiliated colleges (as decided in a special meeting with the Inspector of Colleges), it was suggested to offer some additional new digital services (apart from the existing traditional services) for the institutions against an enhanced membership fee (Rs.4000/- p.a.).

The Library Committee thoroughly perused the proposal and after due deliberations resolved that the proposal be accepted. The Deputy Librarian be requested to convey that proposal to the affiliated colleges through the office of the Inspector of Colleges.

(iv) *To ratify the revised cost of the RFID compliant Identity-cum-Library card for the students.*

The decision of increased cost for replacement of lost or damaged RFID compliant library cards (Rs.100/-, as approved by the hon'ble Vice Chancellor) be ***ratified***.

(v) *To ratify the request for library clearance certificate to be made only through online mode.*

The proposal of online request for Library Clearance Certificates (by the students) before final semester examinations be ***noted***.

(vi) *To ratify the proposal of preparing the lists of books by the faculty members in advance.*

The proposal of requesting the faculty members for preparing the lists of essential books in advance (for future purchase) through online mode using their own accounts, be ***ratified***.

(vii) *To report the access to eleven e-resources under E-ShodhSindhu consortium.*

The report relating to having access of eleven e-resources under eShodhSindhu consortium to our university for another one year (which was seized at the end of last year) be ***ratified***.

(viii) *To discuss about introducing Book Bank scheme for the economically poor students of this university.*

On an issue of introducing a **Book Bank** scheme for the students belonging to economically challenged groups and communities, Hon'ble Vice-Chancellor advised that as per the suggestions of the last NAAC team, a Book Bank in the university library should be started immediately and he assured that university

authority would provide some fund to start a separate book bank collection. The Deputy Librarian also suggested to use 10% of the book grant from the forthcoming book grants to develop the Book Bank collections. It was further suggested that until the allotment of any book grant, some text book titles, having multiple copies, might be selected and kept in special sequences to start a book bank scheme.

The Library Committee, after elaborate discussions resolved that –

(a) Book Bank facilities be provided to the meritorious students belonging to economically backward classes (the information to be collected from the concerned office).

(b) The books from the Book Bank be issued (at the beginning of every semester) to a student for the whole semester which would be returned after completion of each semester.

(c) the Deputy Librarian be requested to prepare for framing the rules, regulations and modalities to start the Book Bank scheme from new session.

(ix) To discuss about providing library services to the students admitted in the CAE Course under this university.

On an issue of providing library services to the students admitted in the *Continuing & Adult Education Course*, Hon'ble Vice-Chancellor suggested to extend the library hours up to 8-00 p.m. in the evening to provide the library facilities to the students of CAEC.

The Library Committee, in this issue, resolved that the proposal of keeping the library reading room, reference section and periodical section open up to 8-00 p.m. in the evening, be approved and the Deputy Librarian be advised to make necessary arrangements in this regard.

(x) To discuss about the feasibility of conducting some other programmes (like book talk, etc) for the interested users.

One of the hon'ble members of the Library Committee suggested to think about introducing some other programmes in the library, like conducting of some 'Book Talk' or 'Book Discussion' programmes [where any library user can deliver a talk about a book or any topic of his/her own choice] for those students, who use the library regularly and frequently, to encourage them to enhance their reading habits more.

The Committee admitted the justification of such types of awareness programmes for increasing the interests of the students towards using the library more and more and it was thus resolved that some such awareness programme might be conducted shortly and the deputy librarian be advised to take initiatives in this regard.

The meeting ended with a vote of thanks to the chair

A Sarkar 7/6/18